

2-Way Memo

Subject:

From : C/LOGS/OTE

STAT

INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (*Originator of message*):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (*Replier to message*):

Reply below the message, keep one copy, return one copy.

DATE OF MESSAGE	ROUTING SYMBOL
29 April 1985	

SIGNATURE OF ORIGINATOR
<div></div>
TITLE OF ORIGINATOR
Executive Officer

FOLD

INITIAL MESSAGE

FOLD

Request you requisition one (1) Wang printer and cabling for the Center for the Study of Intelligence. Please arrange with B&F for appropriate funds citation.

REPLY MESSAGE

To :  
➔

DATE OF REPLY	ROUTING SYMBOL
SIGNATURE OF REPLIER	
TITLE OF REPLIER	